

Dear Councillor

You are HEREBY SUMMONED to attend a meeting of the Parish Council to be held on **Monday 11 March 2024** at **7.00pm** at Elton Community Centre for the purpose of transacting the business set out on the agenda below.

Lara Jacob

5 March 2024

Members of the public and the press are welcome to attend. Please be aware that the council may take a vote to exclude the press and public if any items to be discussed contain information about an individual's personal circumstances or about a commercial contract or legal advice.

If you have any enquiries about the meeting, please contact Lara Jacob, the Clerk to the Parish Council at: parishclerk@eltonparishcouncil.co.uk
tel: 07871 614665

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

Councillors are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda no later than when the item is reached. Declarations are a personal matter for each councillor to decide and the decision to declare, or not, is the responsibility of the councillor.

3. Items for discussion in closed session

To consider if any items on the agenda, because of the nature of the information which might be disclosed, should be discussed with the exclusion of the press and public. Items should be identified no later than when the item is reached and a proposal should be moved for a full council decision on exclusion. Reasons for exclusion will be recorded in the minutes.

4. Public Participation

4.1 PCSO Report

4.2 Members of the Public

4.3 CWaC Ward Councillors Report

4.4 Elton Allotments

5. Minutes

To agree that the minutes of the meeting held on 13 February 2024 are a true record and on resolution be signed by the Chair (enclosed).

6. Matters to note or resolve from other meetings

6.1 Community Outside Spaces Working Group

To note that the bid to the Shared Prosperity Fund to create new access routes linking the Community Centre, school, Scout Hut and parish field was not successful. (enclosed)

6.2 Jubilee Field Committee

To receive an update on the progress on the field.

7. Reports

7.1 Chair

7.2 Councillors

7.2.1 Cllr Lockhart – report on parish council surgeries held at the shops in the last month.

7.2.2 Other Councillors Reports

Cllr. O'Reilly – information about Men Sheds (<https://menssheds.org.uk/>).

8. Planning

8.1 Applications received for comment:

(Details of the applications were circulated on receipt)

None received to date.

8.2 Applications decided by Cheshire West and Chester Council:

23/02411/FUL Chester Motorway Service Area Hapsford Interchange Elton Chester CH2 4QZ

Proposal Improved and relocated vehicle access/egress

Decision Approval Mon 12 Feb

9. Finance

9.1 To note that Elton Junior Football Club repaid the loan of £3811.11 on 29 February 2024.

9.2 To note the following payments made since the last meeting (invoice pack enclosed):

Payee	Goods or Service provided	Paid	Net	VAT	Gross
First Fence (PAID)	Additional posts for fencing and express delivery	01 Feb	262.27	52.45	314.72
Elton Community Centre	Grant towards refurbishments	15 Feb	5000.00	0.00	5000.00
Elton Community Centre	Refreshments for Orderlies and Payback Team	15 Feb	39.00	0.00	39.00
Staff Salaries	February 2024	15 Feb	1532.68	0.00	1532.68
Peninsula	HR Support Monthly Charge	22 Feb	122.73	23.18	145.91
T McNally	Trellis Work on Jubilee Field	13 Feb	430.00	0.00	430.00
NW Security	CCTV cameras for Community Centre	22 Feb	332.00	66.40	398.40

			7718.68	142.03	7860.71
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9.3 **To resolve** the following payments to be made following the meeting (invoice pack **enclosed**):

FUTURE PAYMENTS					
Payee	Goods or Service provided	Date	Net	VAT	Gross
Staff Salaries	March 2024	15 March			TBC
A Eardly	Instal of parish field fencing	15 March	1150.00	0.00	1150.00
Peninsula	HR Support Monthly Charge	22 March	122.73	23.18	145.91
Northwich Town Council	Repairs to parish field play area	15 March	6285.00	1257.00	7542.00

9.4 **To note** the following:

Bank Reconciliation:	Opening Balance	01/02/24	25,569.70
	Add: Income		0.00
	Less: Expenditure		7860.71
	Closing Balance	22/02/24	17,708.99

A councillor who is not a signatory to the bank account to verify these figures by signature on the statements presented (**enclosed**)

9.5 **To note** that Peninsula HR Services had agreed to the cancellation of the contract with payments to cease after the May 2024 payment.

9.6 **To consider** the quotation for the renewal of the insurance policy of £1524.41. The price is based on a three-year uptake of the policy. (**enclosed**)

9.7 **To confirm** the appointment of JDH Services as the Internal Auditor for the financial year 2023-24.

10. Parish Council Land and Assets

10.1 **To note** that an offer of substantially reduced cctv cameras was made, as the equipment was discontinued stock and that, by agreement, an order was placed at a cost of £398.40.

10.2 **To note** that repairs to the parish field play area have been carried out by Northwich Town Council and that an oral update will be given on the meeting to review progress taking place on Thursday 7 March 2024.

10.3 **To discuss** the equipment ideas from for Sorbus Close , following meetings with Playdale and Sovereign. (to follow).

10.4 **To discuss** the layout and content of the noticeboard to be installed at the parish field play area (**proposed design layout enclosed**)

10.5 **To receive** an update on the hedge-laying to the perimeter of the parish field.

10.6 **To note** the contractor has adjusted the hinges of the Scout Haut gate and will monitor it to see if this resolves the problem. The work to date has not been charged.

10.7 **To discuss** the amended annual quotation and specification of the Service Level Agreement for the routine maintenance of open spaces (parish field, Jubilee field and dog parks, green verges) (**enclosed**)

11. Events

11.1 **To consider** any suggestions for the commemoration of D-Day in June 2024.

11.2 **To agree** an amount to be spent on providing Easter Eggs for an Easter competition event.

12. Grants or Donations

To consider a request from the Scouts for financial assistance in installing a basketball hoop. The hoop was retained for installation following the replacement of the basketball court with the Pump Track.

13. Governance

13.1 **To consider** the adoption of the General Power of Competence.

13.2 **To consider** the Draft Asset Register and the Draft Grant Application Policy and Application Form. (enclosed).

14. Consultations

14.1 **To consider** a response to CWaC Local Plan Evidence Base Consultation 2024:

<https://consult.cheshirewestandchester.gov.uk/kse/folder/98590>

14.2 **To consider** a response to the CWaC Public Libraries Consultation:

www.cheshirewestandchester.gov.uk/librariesandmuseums

15. Future Agenda Items

To note any matters for consideration at the next meeting.

16. Date and Time of next meeting

16.1 **To agree** the date and time of the Annual Meeting of the Parish, suggested as Monday 8 April 2024 at 7.00pm at Elton Community Centre, followed by the monthly meeting of the parish council.

16.2 **To agree** the date and time of the Annual Meeting of the Parish Council, suggested as Monday 13 May at 7.00pm.

17. Matters to be discussed in the absence of the press and public

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

PRESENT: Cllrs Serna (Chair), Canham, Hardman, Heatley (arrived at 7.05pm), Highcock, Leith, Lockhart, O'Reilly, Spencer and Williams. In attendance: Lara Jacob (Parish Clerk); PCSO Neil Flanagan; Greg Thompson, GRT Liaison Officer; no members of the public.

23.209. Apologies

All councillors were present.

23.210. Declarations of Interest

No declarations of interest were made.

23.211. Items for discussion in closed session

No items were requested to be held in closed session.

23.212. Public Participation

212.1 PCSO Report

PCSO Flannigan attended and presented the monthly report. There were no incidents of burglary, but a parcel had been stolen from a property; an egg had been thrown at a window of a domestic property and a report of a trailer with rowing boats being left parked up had been recorded. In addition to the report, PCSO Flannigan explained that a report had been made to CWaC regarding a vehicle that may be abandoned. The TruCam had been deployed on Ash Lane and Ince Lane and parking on School Lane was continuing to be monitored. The next surgery at the Community Centre will be held on Saturday 2 March, 10 -11 am.

212.2 Presentation by Cheshire Police Gypsy, Roma, Traveller (GRT) Liaison Officer, Greg Thompson.

Mr Thompson introduced himself and gave a brief outline of his role. He works closely with CWaC and other agencies, acting as a link between those agencies and those who own and occupy private sites and unauthorised encampments. A contact number was provided and a follow-up with CWaC on planning enforcement issues raised by councillors.

212.3 Members of the Public

No members of the public were in attendance.

212.4 CWaC Ward Councillors Report

Cllr. Heatley – the CWaC budget was debated on Thursday; following the annual meeting of CWaC in May, the Member's Budget would reopen for applications.

212.5 Elton Allotments

No members were in attendance.

23.213. Minutes

Resolved that the minutes of the meeting held on 17 January 2024 are a true record and were signed by the Chair.

23.214. Matters to note or resolve from other meetings

214.1 Community Outside Spaces Working Group

The detailed maps that had been requested to complete the application to the Shared Prosperity Fund had been sent. There had been no further updates.

214.2 Jubilee Field Committee

214.2.1 The Community Payback Team had been unable to attend for a few weeks. They had agreed to prepare some divots across the field to aid drainage. Mary Lavery from CWaC had provided nine apple trees and the trelliswork around the water container had been installed. Bark chippings would also be acquired to make pathways.

214.2.2 Drainage options had been sought from a contractor and the advice was either to excavate a drainage trench at the bottom of the dog parks for around £400-500 or to instal four or five land drains on each field. Cllr. Leith advised that there were restrictions on digging because of the pipeline which was buried under the field and permission had to be sought and agreed before such work could be carried out.

It was agreed that meantime, because of the current waterlogging at the dog parks, for safety, the parks would remain closed until March.

23.215. Reports

215.1 Chair

There was no report from the Chair.

215.2 Councillors

215.2.1 Cllr Lockhart reported that issues about the condition of the shopping centre car park had been raised and comments about the outstanding planning application for the Rigger.

215.2.2 Other Councillors Reports

Cllr Canham, Hardman and Lockhart had attended the Essar Community Liaison meeting. Cllr. Canham reported that the company were rebranding to Essar Energy Transition Fuels Ltd (EET Fuels). New hydrogen stacks were to be built on the site. The enquiry into the leak incident in summer 2023 was still ongoing and that overall environmental performance in terms of air quality has been good according to the monitoring statistics collected by CWaC and the Environment Agency. Cllr. Hardman reported that the presentation on environmental and social responsibility had indicated that some funding following Essar's rebranding may be available.

Cllr. O'Reilly reported that emergency contact letters from Essar had been received by residents in Elton.

Cllr. Canham reported on the Protos Community Forum. The energy from waste site was progressing well and the Carbon Dioxide Recapture planning application had been submitted. A previous planning application which had included a railhead terminal was to be revisited as the railhead was no longer viable due to a contraction in the proposed scheme.

An issue was raised about overgrown land owned by CWaC, formerly used as a community garden. It was agreed that this would be followed up with CWaC and a response brought to the next meeting.

An issue was raised about the deterioration of the road surface at Orchard Park Road. Cllr. Heatley advised that the surface deterioration did not currently meet CWaC criteria for repair.

23.216. Planning

216.1 Applications received for comment:

(Details of the applications were circulated on receipt)

24/00261/FUL Land At Protos (Ince Resource Recovery Park) Grinsome Road and Marsh Lane Ellesmere Port

Proposal: Full planning permission for the construction and operation of a post-combustion Carbon Dioxide (CO₂) Capture Facility.

<http://tinyurl.com/27r95tjy>

Agreed that the parish council would positively support the application as it would reduce atmospheric pollution by industry.

216.2 The following application decided by Cheshire West and Chester Council was noted:

23/01720/FUL Chester Motorway Service Area Hapsford Interchange Elton Chester CH2 4QZ

Proposal: Installation of 11 electric vehicle (EV) chargers and canopy above charging bays with solar panels within the existing car park

Decision: Approval, Mon 29 Jan 2024

23.217. Finance

217.1 The receipt into the Unity Trust Bank of £340 on 15 January 2024 from CWaC Members Budget was noted.

217.2 The following payments made since the last meeting were noted:

Payee	Goods or Service provided	Paid	Net	VAT	Gross
Unity Bank	Quarterly Charges	31 Dec	18.00	0.00	18.00
A Eardley	Christmas Tree and misc. repairs	5 Jan	955.00	0.00	955.00
Staff Salaries and HMRC	January 2024	15 Jan	1480.58	0.00	1480.58
Peninsula	HR Support	22 Jan	122.73	23.18	145.91
Haines Watts	Payroll Services Unpaid March 2023 bill	19 Jan	80.00	16.00	96.00
Haines Watts	Payroll Services 3 rd quarter	19 Jan	60.00	12.00	72.00
Northwich Town Council	Christmas Lighting	19 Jan	5,470.00	1,094.00	£6,564.00
First Fence	Fencing and gate for parish field	22 Jan	1392.73	278.55	1671.28
			9579.04	1423.73	11002.77

217.3 **Resolved** that the following payments will be made following the meeting:

FUTURE PAYMENTS					
Payee	Goods or Service provided	Date	Net	VAT	Gross
First Fence (PAID)	Additional posts for fencing and express delivery	01 Feb	262.27	52.45	314.72
Elton Community Centre	Grant towards refurbishments	15 Feb	5000.00	0.00	5000.00
Elton Community Centre	Refreshments for Orderlies and Payback Team	15 Feb	39.00	0.00	39.00
Staff Salaries	February 2024	15 Feb	TBA		TBA
Peninsula	HR Support Monthly Charge	22 Feb	122.73	23.18	145.91

T McNally	Trellis Work on Jubilee Field	13 Feb	430.00	0.00	430.00
			5854.00	75.63	5929.63

217.4 The following information was noted:

Bank Reconciliation: Opening Balance	28/12/2023	36,232.47
Add: Income		340.00
Less: Expenditure		<u>11002.77</u>
Closing Balance	01/02/22	25,569.70

Cllr. Spencer, who is not a signatory to the bank account, verified these figures by signature on the statements presented.

23.218. Request for funding

A request from the Community Centre to fund First Aid training for volunteers was considered.

It was agreed that the Community Centre Committee would be asked if the training could be extended to other groups in the community, such as church groups and that, with this information, the matter would be considered on the next agenda.

23.219. Grit Bins

The offer from CWaC to organise the purchase and installation of two grit bins was considered. Each grit bin would be charged at £313 per location plus VAT (total cost £375.60). Once installed, the cost of filling the grit bin would be £100 each if it was a one off or £50 if it was part of a full grit bin refilling programme.

It was agreed that information on siting a grit bin on Orchard Park would be sought and that Encirc would be asked about siting a bin by their entrance. This item would be brought to the June agenda for further consideration.

23.220. Parish Council Land and Assets

220.1 It was noted that the perimeter fencing and gate were delivered on Friday 26 January and fitting had been completed. Two additional posts and ancillary clips and bolts were needed and ordered at a cost of £314.72.

220.2 It was noted that the quotation from Northwich Town Council for the repairs to the parish field play area was discussed by three councillors. The costs of works agreed was £6960 and the work was contracted as a matter of urgency to ensure the safety of the area. A full annual inspection of the play area will be carried out once the repairs are completed.

220.3 The equipment ideas from Northwich Town Council for Sorbus Close were noted and discussed.

Cllrs. Hardman and Highcock had met with a representative of Playdale and further proposals and related quotations would be available at the next meeting. Meanwhile, one other supplier would be contacted for proposals and quotations. This item to be discussed further at the March meeting.

220.4 The quotation received for the replacement of the two cradle swings as an alternative to power-washing them was discussed.

It was agreed to power wash the cradle swings at the beginning of spring and review their condition.

220.5 The quotation for the supply and installation of a dual sign and noticeboard at the entrance to the parish field play area was discussed. **Resolved** to accept the quotation of £1225 for the noticeboard to be installed at the entrance to the parish field play area. Further noticeboards which replicate the design suggested will be considered for other parish council assets at a future meeting.

220.6 The quotation received for hedge-laying to the perimeter of the parish field was discussed. Cllr. Canham outlined a proposal to make a payment of £500 to Wirral Community Trust, to cover the cost of materials (stakes) necessary for the hedge-laying and as a contribution to the work of the group. The group were willing to carry out the operation on a voluntary basis and involve community groups in observing and taking part in the activity.

Resolved to make a payment of £500 to Wirral Community Trust. This money to be made under s. 137 Local Government Act 1972, being a payment which will bring benefit to the community of Elton through enhancement of an existing asset.

220.7 The quotation for repair to the Scout Hut gate gatepost was discussed. **Resolved** to accept the quotation of £240 to remove the existing post, replace with new concrete and adjust as necessary.

220.8 The annual quotation and specification of the Service Level Agreement for the routine maintenance of open spaces (parish field, Jubilee field and Dog Parks, green verges) was discussed.

It was noted that a slightly different specification was required this year and another meeting with the contractor would be sought to discuss the adjustment, with the quotation brought to the next meeting.

23.221. Governance

The draft Risk Management Register presented was discussed.

Resolved to accept the Risk Management Register as presented and to review it in six months' time to update with any subsequent observations once a full asset register had been compiled.

23.222. Consultations

Consideration was given to providing a response to CWaC Local Plan Evidence Base Consultation 2024:

<https://consult.cheshirewestandchester.gov.uk/kse/folder/98590>

It was agreed that councillors generally and the Planning Working Group specifically would look at the array of documents and discussion on a response would be considered at the March meeting.

23.223. Future Agenda Items

The following items were agreed for the next agenda: community centre funding request for First Aid training; Service Level Agreement and quotation for this year.

23.224. Date and Time of next meeting

Monday 11 March 2024 at 7.00pm at Elton Community Centre.

The meeting closed at 8.45pm.

From: "PAKPAHAN, Helen" <Helen.Pakpahan@cheshirewestandchester.gov.uk>

Date: 26 Feb 2024 11:06

Subject: Community Pathways Plan SPF570350645

To: "'stevespencer@eltonparishcouncil.co.uk' " <stevespencer@eltonparishcouncil.co.uk>

Cc:

Dear Steve,

Thank you for your valued participation in the process to allocate Shared Prosperity Fund and the bid that you submitted. The process has highlighted the commitment of local organisations and local services and a shared ambition to support greener, fairer and stronger communities.

We were encouraged quality and range of ideas submitted but as the Council received a large number of applications and was more than £2million oversubscribed compared to funding available, we weren't able to fund everyone at this time. We prioritised applications based on the information provided within the submitted application, each projects' alignment with the published eligibility and guidance and our local UKSPF Investment Plan and I regret to inform you that on this occasion your application to Cheshire West and Chester Council's Shared Prosperity Fund; Community and Place for **Community Pathways Plan SPF570350645** has been unsuccessful.

The principle reasons that your application cannot be funded at this time, other than we did not have funding to support all submissions, was that although the panel recognised the benefit of your proposal, it didn't have the same level of alignment with the SPF Investment Plan, which primarily is about supporting vulnerable people at risk due to cost-of-living crisis, supporting cultural, heritage and natural heritage assets and community buildings to be more financially sustainable, than some of the successful applications. Cheshire Community Action have been awarded funding covering this year to help build capacity of organisations to make them more financially sustainable or look at opportunities for funding, and we would encourage you to get in touch with them directly to look at alternative sources of funding as well as potentially consider a spacehive application.

At present, the government has not announced any continuation of Shared Prosperity Funding beyond 2025, but there is the potential that this might come forward. In which case, we will build on our collaborative approach, and work with stakeholders to listen to feedback from this first period and develop a new Investment Plan covering this funding period aligned to any fresh criteria and guidance from Government, as well as deliver workshops for applicants to support people wishing to apply at that time.

If you wish to see details of the projects supported, this is being published today on <https://www.cheshirewestandchester.gov.uk/business/shared-prosperity-fund/communities-and-place>

We appreciate that this news will be disappointing but as the fund was oversubscribed, we were not in a position where we could support everyone at this time.

Thank you once again for your bid and engagement. Although this is not the outcome you would have hoped for, we look forward to continuing working alongside you to support local people.

Kind regards,

Helen Pakpahan
Economic Growth Programme Manager
07786337780 **Cheshire West and Chester Council**

Private & Confidential

Mrs Lara Jacobs
 Elton Parish Council
 Elton Community Centre
 Elton
 Chester
 Cheshire
 CH2 4PU
 United Kingdom

**Blenheim House
 1-2 Bridge Street
 Guildford
 Surrey
 GU1 4RY**

Tel: 01483 462 860

www.ajg.com/uk

26th February 2024

Dear Mrs Jacobs,

Insurance Policy: AJG Community Schemes
Client Name: Elton Parish Council
Client Reference Number: 11373582
Policy Number: 8188000
Effective Date: 01/04/2024

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£1,316.44	£157.97	£50.00	£1,524.41
Total		£1,316.44	£157.97	£50.00	£1,524.41

Long Term Agreement Option

In order to ensure rate stability, Elton Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,524.41. This means Elton Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.

- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Elton Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Elton Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.



Insurance | Risk Management | Consulting

This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Removal of cover: cyber claims and losses - 6729.1
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0
- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0

- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Floating amount insured (Buildings) - 6351.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Next Steps

In order to renew the policy for Elton Parish Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Elton Parish Council
3. Confirm that the policy for Elton Parish Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 1st April 2024
4. **It is essential that you confirm the insurer name, and whether you want to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).**
5. Pay for your policy by the renewal date 1st April 2024

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team

Tel: 01483 462860

Email: community@ajg.com



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TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



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Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Terms of Business Agreement that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
AJG Community Schemes	x	✓	✓

Important Information

Please read this section carefully **as it contains important terms and may require you to take action.**

1. Sums Insured and Under-Insurance (Average)

Please ensure you are insured for the full value of risk in accordance with the policy terms and conditions. We strongly recommend that you obtain professional valuations for reinstatement purposes of buildings, machinery and plant at regular intervals. Sums insured and limits of indemnity should be kept under review throughout the period of insurance.

It is important that you are NOT under-insured. Make sure you have insured your buildings for the full rebuilding cost including allowances for architects costs and site clearance, and your contents for their full replacement value as new items.

You must notify us if the full replacement value of your contents or full rebuilding cost of your buildings exceeds the amount shown on your schedule.

The insurer will only be able to settle claims at the percentage you are actually insured for. For example, if the value of your contents shown on your schedule only represents 70% of the full replacement value then the insurer will not pay more than 70% of your claim.

2. Duty of Fair Presentation

When you answer questions or agree with assumptions during the quotation process, you must disclose material facts or circumstances about the risk(s) you want to insure. A material fact or circumstance is something that would influence the judgement of an insurer in deciding whether or not to insure the risk.

This is known as a 'duty of fair presentation' and includes disclosing the following:

- Information that you, your firm's senior management, or anyone responsible for arranging your insurance knows, or should know in relation to your business; and
- Information that would be revealed by a reasonable search of information available to you or by making enquiries, and could include information held within your business or by someone else (such as your insurance broker).
- Remember that if you fail to meet this duty, it could mean that the policy is void, or that the insurer is not liable to pay all or part of your claim(s).

The following examples provided are in addition to the main wording above and are to be used where appropriate:

Examples of material facts or circumstances include the following (please note these have been provided as examples only and the list is not exhaustive):

- Being declared bankrupt, participating in an Individual Voluntary Arrangement (IVA) or protected deed of trust in Scotland or making a compromise arrangement with creditors.
- Other policies in place covering the same risk.

- Previous claims or incidents which may have led to a claim but for which you did not actually submit a claim.
- Any caution, charge or conviction of a criminal offence for you or any director/business partner/trustee
- Any motoring convictions or disqualification by any director/business partner/trustee or any driver of a company vehicle in respect of a motor insurance application
- The organisation, directors, partners or trustees having been prosecuted or received a prohibition or improvement notice for failure to comply with any Health and Safety, Welfare or Environmental Protection legislation
- Being declined cover by other insurers or having special terms imposed
- Changes to your business activities
- Changes to the Police response to alarm signals.

Please remember that if any of your details, material facts or circumstances change during the policy period, you must always notify us immediately.

3. Policy Terms, Conditions and Exclusions

Insurers may impose warranties and/or restrictive endorsements and where any of your policies are subject to a warranty, compliance is an absolute requirement at all times.

In addition to warranties (or in some instances, in place of) policies may contain "conditions precedent to liability". Failure to comply with a condition precedent may mean that the insurer will not be liable for any loss.

Please pay particular attention to any warranties and/or restrictive endorsements as failure to fully comply with any warranty/endorsement terms could suspend or invalidate the policy cover.

Similarly, policies also contain general conditions that apply to all policyholders; for example, 'Notification of Claims' and alteration in risk. You should familiarise yourself and comply with all conditions.

Full details of any warranties, terms, conditions and exclusions are contained within your policy wording and schedule. **For your protection, it is essential that you read your policies carefully to ensure you are familiar with all of the terms, warranties, conditions and exclusions.**

If at any time you are unable to comply with a warranty, condition precedent to liability, or any other policy terms, conditions, exclusions or insurers' requirements, please let us know immediately as the requirements imposed will continue to apply until insurers have accepted that you are compliant with policy terms and confirmed cover.

If you have any queries or questions regarding the policy term, conditions or exclusions please contact us immediately.

4. Administration Fees

Where we charge an administration fee in respect of the operational cost of setting up, administering or cancelling your policy, e.g. postage, stationery and licensing fees. The administration fee is not subject to Insurance Premium Tax and is separate to any other broker fee charged and/or commission earned for our services.

Activity	Annual premium under £4,500	Annual premium over £4,500	Annual premium over £20,000
New Business and Renewal administration fee	£50	£75	£0

5. Basis of our services

The services we provide are outlined in our **Terms of Business Agreement (TOBA)**. A copy of which is provided in Appendix 1 of this report. **Please read this carefully as we will provide our services in line with this.**

We act on an 'advised' basis which means that we will be making a personal recommendation of a specific insurance policy(ies) based on information you have given us around your particular requirements and circumstances. When acting on an 'advised' basis, we act as Agent of the Customer (that is to say, we represent the customer) in order to select appropriate cover(s) from different insurance markets.

6. Short Form Privacy Notice

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>

From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

7. Fraud Awareness

To help prevent fraud - before requesting your bank details to provide you with a refund by phone, we will always validate with you information that we hold on file; information that only you would know. This information could include your address or specific policy details. Any refund we provide will only be for one of three reasons:

- 1) overpaid funds
- 2) a reduction in your cover
- 3) cancellation

Arthur J. Gallagher Insurance Brokers Limited will never request sensitive information, such as, passwords, usernames or a mother's maiden name.

If you receive a phone call and are unsure it is from us, you can always call us to verify we are who we say we are. Please call your usual contact, or call us on the telephone number shown within this document.

8. Employers Liability Insurance – What you need to know

Employers' Liability Insurance

Since 1st October 2008 Employers are allowed to display their employers' liability certificate in an electronic format, so long as it remains accessible by all employees.

Although the law no longer requires you to retain certificates, we strongly recommend that you continue to do so. We believe that it is in your own interest to retain copies. Where no records can be found, you will be responsible for payment of any claim, particularly in relation to so-called 'long-tail' industrial diseases such as deafness and asbestosis.

9. Making a Claim

Step 1 Reporting a claim

- You will need to notify us as soon as possible after an incident, either by telephone on 01483 462860 or by email to communityclaims@ajg.com.
- Alternatively out of hours in an emergency, you may also contact your insurer direct. You will find your insurer's claims line number within your policy document, as well as highlighted within your renewal pack.
- Delay in notifying your insurer of an incident or a claim can potentially prejudice your/your insurer's position and can cause difficulty with acceptance of your claim, either in part or in full.

- In the event of injury and/or damage to another party or their property, it is important that no admission of liability is made, as this may also prejudice your/your insurer's position. Any third party claim or correspondence should be immediately passed to your insurers, unanswered.
- Appropriate steps should be taken to minimise any further loss or damage, where possible. Please ensure to retain itemised invoices for any emergency works completed and take photos of the damage where possible
- When notifying a claim, it is important that you have the following key information available, which will help identify you and assist with data protection protocols, thereby reducing any potential delays in providing you with initial advice:
 - Policyholder's name
 - Policyholder's address and postcode
 - Policy number
- In order for us to give you the most accurate advice and guidance on the notification call, there are some key pieces of information that we will need to know:
 - What happened? When? Where?
 - What is the extent of the loss, damage, injury? Consider physical and financial/trading impacts.
 - What is the impact to you as the policyholder?
 - What is being done to help prevent further loss, damage or injury?
 - Who is the best person for insurers to liaise with, what is their relationship with the policyholder and what are their contact details?

It's understood that some of the information may only be indicative at the outset, but the more accurate the information provided, the more likely the advice given will meet your needs and also assist with the progress of your claim.

- Your insurer will advise of next steps, allocate a claims reference number and also provide detail as to who will be your contact throughout the claim.
- Where the services of other parties may be required, insurers will provide details as to who this will be and the services that they will provide.
- Examples include – loss adjuster on large or complex claims, Solicitors/Investigators on Liability issues or claims, Engineers/Approved Repairers on Motor claims insurers should also discuss and agree with you the best method and frequency of updates/next contact.

Step 2 Claims Handling & Investigation

- In order to evaluate and progress any claim, insurers more often than not will require additional supporting documentation from you.
- Insurers should clearly articulate what they require from you and the reasons why. Typically this will be estimates or invoices and anything that may help them evaluate your claim against the policy coverage that you have in place.
- Delays and/or omissions can in some circumstances lead to issues with acceptance of a claim in part or in full. It is therefore important that you reply to any requests and supply the information required at your earliest opportunity, in order to assist with progressing your claim.
- Should you not understand or wish to query any request from your insurer or their agent, it is recommended that you call them at the earliest opportunity to discuss and seek clarity from them.
- Insurers will look to agree with you what the next steps may be relating to any repair, replacement, defence, or interim actions required.
- Interim payments can sometimes be agreed, particularly on large claims or where the claim creates cash-flow issues. Where appropriate you should ask insurers whether this is a possibility.



Step 3 Conclusion/Resolution of Claim

- Once insurers have received sufficient supporting documentation and assessed them against the policy coverage in place, we will advise you regarding what a resolution of your claim may look like.
- Payments to be made (in part or in full) should be clearly explained by insurers, including their calculation.
- If for any reason the claim will not be met (in part or in full), insurers should clearly explain the reason why and provide evidence, where appropriate.
- Excess – Any settlement agreed will be subject to the deduction of the applicable policy excess. This can be verified by referring to your policy documents.
- VAT – If the policyholder is VAT registered or able to recover VAT for the costs claimed under their insurance policy, in the majority of situations the policyholder will be responsible for the VAT element of any invoice relating to the claim. This can include the VAT element of suppliers appointed by the insurer, such as solicitors costs.

Exceptions - Assistance and Complaints

- Escalations and complaints regarding services provided by the insurer should, in the first instance, be directed to the appropriate insurers as soon as the issue arises or is identified.
- Each insurer will have a formal escalation and complaint protocol in place, the details of which will be contained within your policy wording, which should give you suitable guidance.
- If however you encounter any difficulties identifying the appropriate process and/or insurer contact details, you can contact our Claims Team on 01483 462860 or email communityclaims@ajg.com, to assist you with ensuring that your issue or complaint reaches the appropriate insurer contact.

Examples of where we may be able to assist include:

- If you are having difficulty making contact with your insurer.
- Your insurers are unable to trace your policy.
- You require additional clarification regarding the claims process.
- Your insurers are failing to provide you with the appropriate level of service.



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Elton Parish Council
Elton Community Centre
Elton
Chester
CH2 4PU

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Pro-Forma Invoice

Client Ref: 11373582
Policy Ref: 126290873
Invoice Date: 26 February 2024

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	1,316.44	1,524.41
	Contract No.: 8188000	Insurance Premium Tax	157.97	
	Term: 01/04/24 - 31/03/25	Total Fees	50.00	
TOTAL				1,524.41

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .
Payments by **direct bank transfer** should be made to the following account, using reference - 11373582.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68

COMMENTS :

FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances_@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
t: 0141 285 3300 f: 0870 191 6766 w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09



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Terms of Business Agreement

Arthur J. Gallagher Insurance Brokers Limited

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Scope and application

This agreement, together with any separate written agreement between you and Arthur J. Gallagher Insurance Brokers Limited ('AJGIBL'), sets out the terms on which we agree to act for you when we are instructed to provide services by you.

In this agreement 'we', 'us' and 'our' means AJGIBL. References to 'insurers' include insurers, underwriters, managing agents or, where applicable, reinsurers with whom we place business. As appropriate, references to 'insurance' or 'insured' include reinsurance and reinsured respectively. Additionally, any reference to 'policy' shall mean an insurance or reinsurance policy, as appropriate.

It is important that you read this agreement carefully as it contains details of our statutory and regulatory responsibilities and your contractual obligations, on which we intend to rely. If there is anything you do not understand in this agreement you should inform us otherwise we will assume you are providing your informed consent to this agreement.

We specifically draw your attention to the following sections:

- a) What do we do?
- b) How are we paid for our services?
- c) How do we handle your money?
- d) Your obligations
- e) Conflicts of interest
- f) Complaints
- g) Limitation of Liability

Where your business is operated through an incorporated company, trust, limited liability partnership or partnership, we are entitled to assume that the recipient of this agreement has obtained authorisation or is entitled to consent to these terms on your behalf.

If you are a company or other body corporate, unless otherwise expressly stated in any separate written agreement between you and AJGIBL, you agree to and accept the terms of this agreement on your own behalf and on behalf of each of your group companies (where those group companies are receiving the benefit of our services). You will ensure that each of your group companies will act on the basis that it is a party to and bound by the agreement. All references in this agreement to 'you' and 'your' mean you and each of your group companies.

If you have instructed another insurance broker to deal with us on your behalf, we will assume unless told otherwise that the broker has full authority to agree the terms of this agreement with us and to deal with us on your behalf as your agent in relation to all matters covered by this agreement

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement. We may change the terms of this agreement from time to time. This may be:

- a) to reflect changes in our services or in market practice
- b) to reflect legal or regulatory developments, or
- c) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

This agreement replaces any terms of business agreement that we may have previously agreed with you. If you have a separate service level agreement in place with us then the terms of that agreement must be read together with this agreement. In the event of a conflict, the terms of your service level agreement will take precedence over this agreement.

We may change the terms of this agreement from time to time. This may be:

- d) to reflect changes in our services or in market practice
- e) to reflect legal or regulatory developments, or
- f) to improve the clarity of this agreement.

We will tell you if we have materially changed these terms for any of these reasons and, in any event we will inform you of such changes before your policy is due to renew.

We may also change the terms of this agreement for other reasons, but if we do, we will notify you in advance and you will have the right to terminate this agreement within 30 days of such notification.

Who are we?

AJGIBL is a company incorporated and registered in Scotland with company number SC108909 whose registered office is at Spectrum Building, 55 Blythswood Street, Glasgow, G2 7AT. You can find out more about us at www.ajg.com/uk/.

We are an insurance intermediary, risk management and consulting firm authorised and regulated by the Financial Conduct Authority ('FCA'). Our FCA firm reference number is 311786. We are permitted by the FCA to act as a general insurance intermediary, to arrange credit and collect payments. You can check these details by visiting the FCA's website (www.fca.org.uk/register) or by contacting the FCA on 0800 111 6768 (+44 20 7066 1000 from overseas).

What do we do?

As an insurance intermediary, we usually act for you. We offer access to general insurance products and services provided by a wide range of UK and international insurers, including Lloyd's.

Our services include advising you on your insurance needs, arranging insurance policies with insurers in order to meet those needs, provide associated risk management services and any other insurance related services. We will also help you to make changes to your insurance policy if required and will remind you when your policy is due for renewal as appropriate. Unless your policy states otherwise, or we agree, we will provide you with assistance in submitting a claim and with obtaining reimbursement from insurers.

In certain circumstances, we may act for your insurer, for example, where we have delegated underwriting authority and/or claims settlement authority, or where we have entered into a managing general agency agreement with one or more insurers. In cases where we are acting on behalf of the insurer, we will be acting as their agent. Please see the section headed Conflicts of interest for more information about how we manage these arrangements.

We cannot arrange insurance for you until we have received complete instructions from you. Your insurance cover is not in place until we have confirmed it to you in writing or we have issued evidence of cover. Where we receive your instruction or a firm order after normal office hours, placement of your insurance will be subject to further confirmation by us as soon as reasonably possible the following business day.

We do not offer advice in relation to tax, accounting, regulatory or legal matters (including sanctions) and you should take separate advice as you consider necessary regarding such matters.

Additionally, when we are appointed to service insurance policies other than at their inception or renewal and which were originally arranged via another party, we shall not be liable during the current insurance period for any loss arising from any errors or omissions or gaps in your insurance cover or advice not supplied by us. Should you have any concerns in respect of a policy, which has been transferred to us, or if you require an immediate review of your insurance arrangements, you must notify us immediately. Otherwise we shall review your insurance arrangements and advise accordingly as each policy falls due for renewal.

Which insurers do we use?

In finding an insurance solution that meets your demands and needs, we may either conduct a market analysis of potential insurers, or we may only consider a specific product from a single insurer, or products from a panel of insurers. In certain circumstances we may act for the insurers, or use services of other of our group companies - please see the "Conflicts of Interest" section.

We use publicly available information, including information produced by credit rating agencies, to identify insurers with whom we will consider placing your business. We do not guarantee the financial status of any insurer. You may require us to use an insurer that we would not ordinarily recommend due to their credit rating. In the event of an insurer experiencing financial difficulties, you may still have a liability to pay any outstanding premium and we are not responsible for any shortfall in amounts due to you in respect of any claims.

We are available to discuss with you any concerns you have with the insurer you have chosen for your insurance policy(ies).

How are we paid for our services?

Payment in respect a service that we provide to you in respect of any single contract of insurance may be made up of one or more of the following:

a fee paid by you; details of this, or the basis of calculation, will be declared to you in advance of this being incurred; brokerage/commission, which is a percentage of the total annual insurance premium paid by you and given to us by the insurers with whom we place your business; and administration charges, in addition to any insurance premiums, for administration of your policy, including amending and cancelling any policy: these apply on most placements (even where a) and / or b) apply), and details of these charges, will be provided to you in advance of them being incurred.

Please note that where we have not agreed a fee (a) payable by you in respect of any contract of insurance, our remuneration will be by way of commission (b). There may be instances where we have agreed a fee (a) with you, and for subsequent, additional policies, we also earn a commission. You will know when we agree the fee (a), which policies this applies to.

If we charge you a fee (a) in relation to any contract of insurance, and either also receive commission payments in respect of that contract of insurance, or will do so in relation to any subsequent contracts, then we will inform you of that fact prior to the fee being incurred.

Please note that for commission (b), we do not intend to earn commission from the taxation element of any insurance premium tax.

We may receive additional payments such as a profit share or profit commission from insurers, for instance, from insurers payable under a delegated underwriting authority or other facility or individual

contract in recognition of overall profitability. We may also earn income from arranging premium finance.

We may also earn income from insurers or other sources in other ways. For example, we may receive income from insurers for ancillary services provided solely on their behalf.

Upon request, we will be pleased to provide details of any income we are due or have received as a result of placing your business.

Unless we specifically agree otherwise, brokerage/commission and fees are earned when we arrange an insurance policy for you, or in the case of any other service when we commence providing that service to you.

However in respect of any payment made to us this will only be recognised as payment for the service when we have reconciled your payment. We will be entitled to retain all fees and brokerage in respect of the full period of contract(s) of insurance arranged by us including in circumstances where your policy has been terminated and your insurers have returned pro-rated net premium. Consistent with long established market practice, we will deduct our brokerage and other commissions from the premium once received.

If you decide to terminate our appointment in relation to policies we have placed on your behalf and where, (i) the policy or policies have not expired, and (ii) premium is due on the policy or those policies, we are entitled to any brokerage/commission originally due on the policy or policies and you will ensure the broker subsequently appointed to administrate the policy or policies agrees and accepts to collect the brokerage/commission and remit to us in good time.

How do we maintain your privacy?

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/> From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

Confidential information

During the course of this agreement we shall both provide the other with information (other than personal information) and each party will treat information received from the other relating to this Agreement as confidential and will not disclose it to any other person not entitled to receive such information except as may be necessary to fulfil their respective obligations in relation to this agreement and except as may be required by applicable law or regulatory authority. For the avoidance of doubt, and always observing the requirement to ensure your information is held in a confidential manner, we shall be entitled to disclose such information relating to you (where necessary) to perform our obligations under this agreement, to insurers or reinsurers, actuaries, auditors, professional agents, advisers or other parties that we may require in order to provide our service to you. This section will not apply to information which was rightfully in the possession of a party prior to this agreement or which is already public knowledge/ becomes so at a future date (otherwise than as a result of a breach of this section) or which is trivial or obvious.

How do we handle your money?

In our role as an intermediary between you and your insurers we may hold money:

- paid by you to be passed on to insurers
- paid to us by your insurers, to be passed on to you
- paid by you to us for our services, but which we have not yet reconciled.

For your protection, the way that we handle your money is designed to protect your interests in the event of our financial failure.

We may take payment from you when your policy next renews using payment card information you have shared with us and which we will retain. If we intend to do this, we will confirm this to you in your renewal invitation prior to your next policy renewal. You may opt-out of automatic renewal at any time by contacting us.

Insurer Money (money we hold as agent of an insurer):

Where we have an agreement with your insurer to hold money as their agent, any premiums you pay to us are treated as having been received by the insurer as soon as they are received by us. Claims payments and/or premium refunds are treated as received by you when they are actually paid to you.

Where we receive monies as agent of your insurer, we can only deal with that money in accordance with the instructions of the insurer. This means that, for example, if you want us to return such monies to you, we can only do so with the agreement of the insurer.

Client Money (money we hold as your agent):

Where we do not have an agreement with your insurer to hold money as their agent, we will hold premiums you pay to us as your agent. Money we receive from your insurer which is payable to you will be your property whilst we hold it.

We may also hold money as your agent where you have paid this to us in respect of our fee for a service, until such time as we have reconciled the payment against the relevant service.

Money we hold as your agent is referred to as 'Client Money'.

FCA rules require us to keep Client Money separate from our own money. We hold Client Money with an approved bank, segregated in a client account subject to a Non-Statutory Trust ('NST'). The aim of the NST is to protect you in the event of our financial failure. If such an account is held outside the United Kingdom, it may be subject to different laws and regulations, which may mean that the Client Money held in that account is not protected to the same extent as it would be if it were held in the United Kingdom, or at all. Please tell us if you do not wish us to hold any money for you in a particular jurisdiction.

We may use Client Money held in the NST on behalf of one client ('Client A') to pay another client's premium ('Client B') before we receive such premium from Client B. We may also make claims payments/ premium refunds to other clients before monies are received from the insurer. Although there may be occasions when we do this, it is not our policy to routinely cross-fund in this way. For the avoidance of doubt, we may not use Client Money to pay ourselves commissions before we receive the relevant premium from you.

We may invest Client Money held in the NST in accordance with FCA rules relating to Client Money. If we do invest money in this way, we will be responsible for meeting any shortfall in the value of the investments at the time of their realisation. Any interest or profits earned on Client Money held by us will be retained by us for our own use, rather than paid to you.

Holding both insurer and Client Money

We may hold both insurer and Client Money together in the NST. When this happens, your interests as our client will continue to be protected.

Payment to third parties:

We may transfer Client Money to another person, such as another broker or settlement agent, for the purpose of carrying out a transaction on your behalf through that person. This may include brokers and settlement agents outside the UK. The legal and regulatory regime applying to a broker or settlement agent outside the UK may be different from that of the UK. This means that, in the event of a failure of the broker or settlement agent, this money may be treated in a different manner from that which would apply if the money were held by a broker or settlement agent in the UK. You may notify us if you do not wish us to pass your money to a person in a particular jurisdiction.

We may also transfer Client Money to a professional services firm such as a loss adjuster, surveyor or valuer unless you instruct us otherwise.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme ('FSCS'). You may be entitled to compensation from the FSCS if we cannot meet our financial obligations to you. This depends on the type of insurance contract that we have arranged for you, certain eligibility criteria and the circumstances of the claim.

Further details regarding the FSCS are available online at www.fscs.org.uk or by calling 0800 678 1100 (+44 20 7741 4100 from overseas).

Separately, your insurer and/or you may be covered by a different compensation scheme.

Your obligations

You will not instruct us to provide services which would cause us, nor use our services in any way, to violate applicable laws including without limitation bribery, anti-corruption, money laundering sanctions, or data protection laws.

You are required to make a fair presentation of the risk to an insurer which discloses every material circumstance which you know or ought to know relating to the risk to be insured. This includes information known by your senior management and those responsible for arranging your insurance as well as information which would reasonably have been revealed by a reasonable search of information available to you.

A circumstance is material if it would influence the judgment of a prudent insurer in determining whether to provide insurance for the risk and, if so, on what terms. Disclosure must be reasonably clear and accessible to a prudent insurer. Material representations of fact must be substantially correct and material representations of expectation/belief must be made in good faith. Failure to comply with the duty of fair presentation could mean that your policy of insurance is void or that insurers are not liable to pay all or part of your claim(s).

The above duty of disclosure is the applicable duty under the laws of England, Wales, Scotland and Northern Ireland. You may have different obligations if your policy of insurance is subject to a different law. As a minimum, we expect you to disclose your information in accordance with the duty set out above.

For certain types of insurance covers you may be required to complete and sign a proposal form or questionnaire. Take care to ensure that the information you provide is complete and accurate. Note that if you are aware of anything that you feel may be material to the proposed policy of insurance you should disclose it, even if there does not appear to be a question on the proposal form or questionnaire that covers the particular point. If you are in any doubt as to whether information is material, you should disclose it.

Anti-bribery, corruption and financial crime

You agree that you will ensure that at all times you comply with all laws, statutes and regulations that apply to you relating to anti-bribery and corruption, including the UK Bribery Act 2010 and (if it applies to you or any of your group companies) the US Foreign and Corrupt Practices Act 1977. Accordingly, if you accept gifts or hospitality offered to you by us or any of our group of companies, we will deem the acceptance to be in accordance with any gifts & hospitality policy/ies you may have.

Please be aware that we are required to obtain adequate 'Know Your Client' information about you. In order to prevent bribery, corruption, fraud or other financial crime, we may take further steps, including notification to the relevant authorities, carrying out status and credit checks using credit reference agencies, and other screening background checking as appropriate.

Policies may include clauses on financial and trade sanctions, anti-money laundering and export controls; ('Sanctions'). How you comply with Sanctions is specific to your business: you should take legal advice where necessary and pay special attention to relevant policy clauses.

To comply with financial crime or Sanctions requirements, we may be prohibited from providing broking or risk consulting services, including placement and claims handling services; may be required to take actions such as freezing the funds in which parties subject to Sanctions have an interest; or may make regulatory notifications or licence applications as required or appropriate in accordance with Sanctions. Your insurers and other third parties we deal with, such as financial institutions, may also apply their own policies or restrictions.

You acknowledge and agree that we reserve the right to take steps to comply with financial crime or Sanctions (and we will not be liable to you for this or for similar steps taken by third parties).

You should advise us of all of the countries connected to the (re)insurance you require. We reserve the right not to perform obligations under this agreement to the extent that this would be contrary to our commercial risk appetite or where performance would be impracticable including because of bank policies restricting the processing of premiums, claims funds or fees related to such countries or related parties.

Please be aware that we are generally restricted from providing broking, claims handling or other services that relate to Cuba and Iran- including because of significant difficulties in processing payments and other commercial and reputational considerations.

Your premium payment obligations

Insurers require you to pay premium at or before the start date of each policy, or as otherwise specified under the policy terms. You must pay all monies due in cleared funds in accordance with the amounts and on or before the dates specified in our invoice(s). If you do not make payment within that period, insurers may cancel your policy and may also require that you pay a premium in relation to the time that you have been on risk. It is therefore very important that you meet all payment dates.

Where you have instructed us to obtain insurance on your behalf, to the extent that we are required to meet your premium payment obligations, we reserve the right to recover those monies from you.

Use of Premium Finance Companies:

You may be able to pay premium payments by instalments through a credit scheme operated by a third party premium finance company or insurer. Please note that we can only pay premium to insurers on your behalf once we have cleared funds from you or the premium finance company.

Please note that we do not recommend any particular credit provider. If you wish to pay premium by instalments, we are able to introduce you to credit providers (which may include a third party premium finance company or an insurer). There may be other credit providers (including insurers) able to offer better credit terms than those that made available to you by a party we have introduced you to.

Where you decide to enter into a credit scheme for the payment of premium, you will receive separate terms and conditions from the relevant premium finance company or insurer which will govern that arrangement. You agree that, in accordance with the terms of any such credit scheme or otherwise, we may instruct your insurer to cancel your policy if you are in default under the credit scheme and that any return premium or other payment due from the insurer may be applied to discharge your liability or liability we have assumed on your behalf under the credit scheme without further reference to you.

Your policy documents

You will receive written terms and conditions of any insurance policy we arrange for you. Please check these documents and advise us as soon as reasonably practicable if the terms of the cover arranged are not in accordance with your requirements. Please pay special attention to the claims notification provisions and to any warranties and conditions (including as to the payment of premium) as any failure to comply with these terms may invalidate your cover.

The documents relating to your insurance will confirm the basis of the cover from the relevant insurer(s) and provide their details and if applicable, the insurer's agent. It is therefore important that you keep all of your policy documents in a safe place. It is our current practice to retain client information for at least six years or such other period required under relevant law or regulations.

Making a claim

Your insurance policy will usually require you to notify all claims and/or circumstances that may give rise to a claim as soon as possible. If you are unsure whether a matter needs to be notified please contact us and we will endeavor to assist you.

Where we have agreed to handle claims on your behalf, we will do so fairly and promptly. If we receive claims payments for you, we will remit them to you as soon as reasonably practicable after receipt.

As part of paying your claim, your insurer may require us to deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

We reserve the right to charge an additional or separate fee (based on the nature of the work and duration and agreed with you in advance) to negotiate a large or complex claim on your behalf.

Conflicts of interest

Circumstances may arise where we have a conflict of interest between us (including our managers, employees or agents) or another of our group companies and you, or between you and another of our clients. We always aim to treat you fairly and avoid conflicts of interest. We never deliberately put ourselves in a position where our interests, or our duty to another party, prevent us from discharging our duty to you.

We may arrange insurance for you through another company in the Arthur J. Gallagher group which acts on behalf of one or more insurers. An example may include a placement with a separate underwriting team within Arthur J. Gallagher Insurance Brokers Limited, Pen Underwriting Limited or Arthur J. Gallagher UK Limited.

In arranging an insurance solution that meets your demands and needs, we will ensure that our duty to you does not conflict with the duties that an Arthur J. Gallagher group company owes to the insurers that it represents.

We may act as agent of an insurer under a delegated underwriting authority and/or delegated claims settlement authority. In these instances, where we act as your agent for your insurance needs we will always act in your best interests when arranging your policy.

As part of paying your claim, your insurer may require us to

We follow our own conflict management policies and procedures (for example, using information barriers). These are designed to prevent any conflicts of interest adversely affecting or compromising your interests. However, in some cases, where we cannot be reasonably confident that we can prevent the risk of damage to your interests, we will discuss this with you. If you have any concerns in relation to conflicts of interests, please contact us.

Complaints

We value our relationship with you and we welcome feedback on the service you receive from us. Please tell us if you are dissatisfied with part of our service so that we can improve our products or services. Our aim is that you should benefit from a high quality service using our experience and breadth of insurance broking expertise. We always try to provide a high standard of service but if you ever have cause to complain, please do so by contacting your usual AJG representative by whatever means is convenient to you.

If you wish to deal with someone wholly independent of the branch or division that has been servicing your business, please contact:

Address: Complaints Management Team
Spectrum Building 55 Blythswood Street Glasgow
G2 7AT
Email: commercialcomplaintsuk@ajg.com

We will acknowledge written complaints promptly. Our complaints procedure is available on request.

If you feel that we have not been able to resolve the matter to your satisfaction, after this process you may have the right (subject to eligibility) to refer your complaint to the Financial Ombudsman Service; this address is:

The Financial Ombudsman Service Exchange Tower
London E14 9SR

Telephone: 0800 0234 567 (from landline)
Telephone: 0300 123 9 123 (from mobile)

Email: complaint.info@financial-ombudsman.org.uk

Website: <http://www.financial-ombudsman.org.uk>

Whether or not you make a complaint to us and/or refer your complaint to the Financial Ombudsman Service, your right to take legal action will not be affected.

Other territories

Other territories may also offer complaints and dispute resolution arrangements that we are required to follow where we are held to be doing business there.

deduct the value of sums due (such as premiums or instalments under a credit scheme) before sending the balance of any claims payment to you.

Right of set-off

If you are a business, we may at any time, without notice to you, set off any liability of yours to us against any liability of us to you, whether either liability is present or future, liquidated or unliquidated, and whether or not either liability arises under this agreement.

If the liabilities to be set off are expressed in different currencies, we may convert either liability at a market rate of exchange for the purpose of set-off. Any exercise by us of our rights under this clause will not limit or affect any other rights or remedies available to us under this agreement or otherwise..

Intellectual property rights

We (or our licensors) will retain all ownership, title, copyright and other intellectual property rights in all materials developed, designed or created by us before or during the provision of services to you including systems, methodologies, software, know-how and working papers. We will also retain all ownership, title, copyright and other intellectual property rights in all reports, written advice or other materials provided by us to you. We grant you a royalty - free licence to use those materials, but only for the purposes for which they were created under this agreement and only for as long as this agreement remains in force.

Termination

Without prejudice to any rights that have accrued under this agreement or any other rights or remedies, either party may terminate the services contemplated under this agreement by giving not less than 30 days' notice in writing to the other.

If our appointment as your broker is terminated or not renewed, we reserve the right to charge an additional or separate fee, agreed with you in advance, for any ongoing services performed from the date on which our appointment terminates. The terms of this agreement will continue to apply in relation to those ongoing services.

Notwithstanding anything else contained in this agreement, we are not required to act for you, or to continue to act for you, if we reasonably consider that to do so would put us in breach of, or would expose us or our affiliates to fines, penalties or sanctions under, any laws, regulations or professional rules. In such circumstances, we will be entitled to terminate our existing relationship with you with immediate effect and will not be responsible or liable to you for any direct or indirect loss which you or any other party may suffer as a result.

Cancellation of your policy

Your insurance contract may include a cancellation clause. For more details, please refer to your insurer's policy documents. If you wish to cancel a policy please let us know. If your policy is cancelled, the insurer will determine any return premium in relation to policies placed by us.

Please see the section above 'How are we paid for our services?' in relation to our rights to payment of brokerage/commission and fees in the event of policy termination.

Currency conversion

We may have to convert funds to another currency in order to settle amounts due to insurers. If a repayment of funds is due to you or is requested by you after the currency is converted, then any such payment will be made in the currency to which the funds have been converted. Any shortfall arising from exchange differences remains your liability. If you pay a premium in a different currency or to a bank account in a different currency from that requested, we may, at our discretion, either return the funds to you or convert the money to the required currency. In the latter case, the converted funds will be applied against the amount due with any shortfall arising from exchange differences remaining your liability.

Severability

The invalidity, illegality or unenforceability of any of the provisions of this agreement will not affect the validity, legality or enforceability of the remaining provisions in this agreement.

Notices

If notice is given to us under or in connection with this agreement, except as expressly provided in this agreement, it must be in writing and sent to our registered address. We are entitled to give you a notice under or in connection with this agreement at your registered address (if a company or limited liability partnership) or at your last known address (in any other case).

Third party rights

A person who is not party to this agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce or to enjoy the benefit of any term contained in this agreement.

Circumstances outside of the parties' control

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable

Unexpected acts or events

Neither party will be in breach of this agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure results from events, circumstances or causes beyond its reasonable control. In that event, the affected party will notify the other as soon as reasonably practicable.

Transfer of this agreement

Neither party can transfer their rights nor obligations under this agreement in whole or in part to anyone else, except that:

- a) we may transfer all or some of our rights and/or obligations to one or more other members of the Arthur J Gallagher group of companies; and
- b) either party may transfer all or some of our rights and/or obligations to someone else with the prior written consent of the other party, such consent not to be unreasonably withheld or delayed.

Governing law and jurisdiction

The law of England and Wales will apply to this agreement

The parties irrevocably agree that the courts of England and Wales will have the necessary jurisdiction to settle any dispute or claim that arises out of or in connection with this agreement or its subject matter.

Noticeboard Design

NORTHWICH TOWN COUNCIL

Sheeran Skate Park

To speak to somebody regarding this play area
Tel: 01606 41510



**All persons use this facility at their own risk
The facility and its equipment must be used for its intended purpose only**

			
<small>This is a no smoking area</small>	<small>In the interests of safety please do not bring dogs, glass or alcohol into this area</small>	<small>Please help us to keep this play area clean, tidy and safe</small>	



QUOTE



Clay's Gardening Services

3 Townfield Villas
Elton
Chester
CH2 4LT
07930 275423

BILL TO

Stephen Serna
Elton Parish Council
Elton
Chester
CH2 4PS

QUOTE # 103
QUOTE DATE 23/02/2024

DESCRIPTION

AMOUNT

Hi Steve,

5,980.32

Following a site visit with Christine, please find revised quote below.

2 x Dog Parks – strimming to the exterior fence line, bench's/poles, and pathway edges, with pathways blown in to remove excess cuttings.

Rigger – grass cutting and strimming around tress, wooden posts, waste bin and pathway edges, with pathways blown to remove excess cuttings.

Community Centre/Field/Play Area/BMX Track - grass cutting of field BMX track, front of doctors and play area, and strimming inside the play area and outside of doctors/Community Centre, with pathways blown in to remove excess cuttings.

Annual cost of maintenance £5980.32 to be paid in 8 equal instalments of £747.54 (no VAT).

Should you have any questions please contact me.

Kind regards,

Clay

TOTAL

£5,980.32



TERMS & CONDITIONS

This quotation is valid for 7 days



A guide to applying for a Grant

Elton Parish Council budgets money each year for projects or events that will be of benefit to the residents of the Parish. This document is a guide to making your application and explains the process by which applications are considered and made.

Power to make grants and donations

Elton Parish Council has made a resolution to the effect that it is qualified to use the General Power of Competence (Localism Act 2011) and is therefore permitted to do anything that an individual may do. Using this power, it makes donations and grants to organisations and individuals.

A **Donation** is a decision to give money to an organisation or a cause initiated by the council, whereas a **Grant** is a request from an organisation for financial assistance and should be made, where possible, by completing the application form attached.

Who can apply for funding?

Local community groups and organisations; incorporated and unincorporated charities who are local or directly provide services to local people; national and international emergency appeals; commercial companies and individuals.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated that is accessible irrespective of religious beliefs.

Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups; where the project or activity proposed is not the responsibility of another statutory body (such as Cheshire West and Chester Council or the local NHS Trust) and where there are benefits to the wider community within the Parish.

Individuals should reside in the Parish, have references in support of their application, and have a bank account.

What can be funded?

The purchase of, or help with funding towards, capital items such as buildings or equipment.

The purchase of, or help with funding towards, items which will be used in pursuance of the principle aims of the organisation or project being undertaken, including day-to-day running costs.

The purchase of, or help with funding towards, items required in response to an emergency appeal.

The staging of, or funding towards an event or project.

Activities, projects and events which promote participation by the whole community, a significant number of the community, or groups within the community who will benefit as a result of having specific needs addressed or services provided.

Sponsorship of an individual or group taking part in a charitable event, provided the organiser of the event is not excluded below:

What cannot be funded?

Projects that have already been completed or will have by the time the grant is made.

Any event or activity by an individual or a commercial organisation with the objective of making a profit or surplus that will be retained by that individual/organisation.

Projects that improve or benefit privately owned land or property.

Individuals or organisations intending to support or oppose any particular political party or to discriminate on the grounds of race, religion, age, gender, sexual orientation, marital status, or any disability.

Projects or services that another statutory body, such as a principal council, has a legal duty to provide and where the law prohibits a parish council from entering into a joint funding arrangement.

How often can an application be made?

Not more than once a year for the same project or event, except at the discretion of the parish council.

No assumption should be made that the Parish Council will make a similar grant for a similar event in future years. A separate application will be required for each instance of funding.

How can an application be made?

Applications should be made using the grant application form on the Parish Council website. (www.eltonparishcouncil.co.uk).

Please include a copy of the bank account for the organisation applying for a grant (dated within the last three months) with your application. The parish council may request supplementary information to support the application.

Applications can be emailed to parishclerk@eltonparishcouncil.co.uk or posted to the Clerk at:

Elton Parish Council
Elton Community Centre
School Lane
Elton
Cheshire CH2 4PU

How is the application considered?

Applications will be considered by the by the full council. Meetings take place once a month (except in August) and details can be found on our website at www.eltonparishcouncil.co.uk

Applicants will be advised of the outcome of their application following the Full Council Meeting.

What are the criteria against which an application will be considered?

The Parish Council will ask the following questions to consider if the group/organisation/event or project will achieve one or more of the following for those who reside in Elton Parish:

- Will there be benefits for people who are experiencing social disadvantage?
- Will there be opportunities to develop community involvement?
- Will there be an impact on crime and disorder?
- Will services for youth, the elderly or other groups with specific needs be provided?
- Will there be opportunities to provide or improve sporting participation or involvement in cultural activities?
- Will there be a benefit or improvement in the physical environment or to biodiversity?
- Will equal opportunities be promoted?
- Will there be opportunities for collaborative working or bringing different agencies together?

- Can the applicant demonstrate that additional funding is available if the project requires funds beyond that provided by the Parish Council?

How will the Parish Council inform the applicant of the result of the grant?

The applicant will be notified by email or letter of the Parish Council's decision and reasons for the outcome following consideration of the application. The Parish Council's decision is final and no appeal by the applicant will be considered.

What happens after the grant has been awarded?

Payments of grant monies will be made by bank transfer, payable to the individual or organisation.

Individuals and organisations receiving grants are requested to acknowledge receipt of the monies by email or post.

Individuals and organisations who have received funding will be invited to attend the Annual Parish Meeting in April to report on their project or submit a written report if they are unable to attend.

Where appropriate, individuals and organisations should make mention of grant monies provided by Elton Parish Council in the promotion of their event or project.

Funding should be spent within a calendar year of receipt and any unspent funds should be returned to the Parish Council and not retained as reserves by the individual or organisation.

For organisations, funding awarded should be shown separately in published financial records. The Parish Council may request to view receipts associated with the purpose of the grant.



Grant Application Form

Please complete the form below and email or post it to the contact details given in the accompanying Guide to applying for a grant)

How we can contact you	
Your Name	
Name of organisation you are representing	
Position in organisation	
Bank details (include Account name, Sort code and Account Number)	
Postal address	
Email	
Telephone number	
What the organisation does	
What are the main aims/activities of the organisation?	
How many people work for or help the organisation?	
How do the residents of Elton benefit from the organisation's activities? You can refer to the questions we will ask when considering your application that can be found in our Guidance document.	
Is the organisation registered with the Charity Commission?	
Registered Charity Number	
What you would like us to fund	
Please describe your project or event or how you will use funding	
How much will the project or event cost?	
How much funding are you requesting from Elton Parish Council	
If this is not the full amount, please give details of additional funding from other sources	